



American Embassy, Manama ✧ Human Resources Office

**CONTRACTOR JOB VACANCY ANNOUNCEMENT**  
**MEPI Coordinator (PSC/Personal Services Contract)**

**Announcement Number: 10-17**

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**OPEN TO:** All Interested Candidates

**POSITION:** **MEPI Coordinator** (Position Number 100188)

**OPENING DATE:** Tuesday, August 24, 2010

**CLOSING DATE:** Tuesday, September 7, 2010 **-or-** until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** *Based on a full-time, 40-hour work week*

Salary will be within in the range of USD \$3,300-3,800 per month subject to agreement with creative associate incorporates.

Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration.

**LENGTH OF HIRE:** Please, note that this is a temporary position funded for one year only with no guarantee of extension.

**BENEFITS:** Excellent working conditions; 5-day workweek; sponsorship for employee and immediate family. The PSC contract will include salary and may include regional travel and one trip to the US or Europe for training.

The American Embassy in Manama is seeking candidates for employment as the MEPI Coordinator in the Embassy's Political/Economic Office.

**BASIC FUNCTION OF THE POSITION**

MEPI Coordinator is responsible for the development and monitoring of reform programs and activities funded by the Middle East Partnership Initiative (MEPI) and other State Department and USG offices. The Coordinator conducts outreach activities to the community of reformers in order to identify candidate organizations and leaders for the full range of MEPI programming, from local small grants to region-wide programs. The Coordinator maintains an active, daily set of relationships with nongovernmental, academic, and other groups interested in reform. Specifically, the Coordinator:

1. Identifies and negotiates appropriate host country organizational partners and/or individuals for programs initiated by the Department, and advises the Department on the inclusion of the host country in regional programs.
2. Develops and manages program initiatives that advance MEPI and other USG goals, and is the project officer for MEPI small grants.
3. Monitors reforms undertaken by the host government and reports the most important developments to Department on a timely basis.
4. Attends reform events, especially those funded by MEPI, and writes substantive and analytical reports on such events.
5. Usual project officer for MEPI small grants and is directly responsible to the cognizant grants officer at the appropriate MEPI regional office.
6. Usual first point of contact for implementers of MEPI directly awarded programs.

7. Responsible for developing and distributing in coordination with NEA/PI and the appropriate MEPI Regional Office informational materials, fact sheets, and application packages; for answering questions of a general nature about MEPI programming; and, in coordination with the appropriate MEPI Regional Office, for developing a plan for continued contact with alumni of MEPI programs.
8. Monitors activities approved under individual grants.
9. Prepares requests for financial close out of grants.
10. Provides advice and recommendations to the local community of reformers, grant candidate organizations and leaders, nongovernmental, academic, and other groups interested in reform; implementers of MEPI directly awarded programs; working level officials of the host government, senior embassy management; the appropriate MEPI regional office; MEPI grants officers; USG visitors; and Department officials.

## **QUALIFICATIONS REQUIRED**

**Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.**

- 1. Education:** A four year university degree in a relevant discipline is required.
- 2. Experience:** At least three-to-five years of progressively responsible professional experience in program management, media relations, post graduate research and analysis, or governmental relations is required.
- 3. Language:** Level IV (fluent) speaking/reading/writing English is required.
- 4. Knowledge:** Knowledge of the Middle East, including its cultural, political, social, economic and educational structures, institutions and practices, is required. Good knowledge of general financial recordkeeping standards is a must.
- 5. Abilities & Skills:** Incumbent must possess excellent oral and written communication skills, demonstrated by the ability to develop succinct and focused public presentations and to draft informative and concise substantive analytical reports is required. Incumbent also must possess demonstrated interpersonal skills which emphasize both clarity of communication and persuasiveness is required.

## **SELECTION PROCESS**

When fully qualified, U.S. citizen Eligible Family Members (USEFMs\*) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH\* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
4. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; **plus**
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;

6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
7. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

### **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Vacancy Announcement # 10-17

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov)

### **\* DEFINITIONS**

Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Service (GS) or Foreign Schedule (FS) salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse/ domestic partner when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse/ domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse/ domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

– A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department’s current legal and statutory definition of eligible family member. A MOH does not have to be a U.S. Citizen.

**CLOSING DATE FOR THIS POSITION IS TUESDAY, September 7, 2010**

**The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.**

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Approved: MGT GNavadel; Cleared: FMO: MCurtis; POL: SButler